

COMMUNICATIONS DIVISION

20 January 1951

COMMUNICATIONS DIVISION ORDER

1. Effective this date, there is established in the Communications Division, Room 1006, [redacted] under the Administrative Staff, a Section designated as Comm Mail and Files. Its function will comprise the receipt, and distribution of Cables, Pouches, Correspondence, Publications and other communications; their recording, correlation, control, and the maintenance of correspondence files.

2. Each Branch shall institute such internal controls and/or systems as are essential to carry out the purpose of this directive.

3. Methods and procedures for the accomplishment of the foregoing are set forth under Appendix A attached hereto.

25X1

Chief, Communications Division

Attachment
(Appendix A)

*Peruse
as necessary*

Rescinded by

OC-N 3-56.

RESCINDED BY *OC Notice*
35-64
1 June 64

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APPENDIX A TO CDO NO. 43-51

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COMMUNICATIONS DIVISION MAIL AND FILES SECTION

METHODS AND PROCEDURES

1. It is the intent of these instructions to provide guidance in the establishment and initial operation of the Mail and Files Section. It is recognized that until such time as the system has been in operation for a period of time, minor difficulties may be encountered. The successful functioning of the Mail and Files Section will therefore be dependent upon the cooperation of all parties concerned.

2. The methods and procedures and responsibilities in connection with the operation of the Mail and Files Section are set forth hereinafter.

Incoming:

a. Screen for material that is not to be recorded and forward directly to addressee. (Books, periodicals and outside advertising matter; unless classified...in this category, since they are checked by addressee).

b. Top Secret Control material will be handled by the Mail and Files Section in the same manner as all other classified material, except that it will be recorded separately and processed in accordance with pertinent Top Secret Directives.

c. Cables, (Action and/or Information, Confirmation and Crypto), Pouches, and correspondence will be reviewed, to determine applicable action, routing, and suspense time. Referenced background material attached (where available without great delay).

d. A "Control No." will be assigned and cover sheet and routing slip made out and attached. (Form 35-1--Sample copy attached).

The routing slip will show the Control No. (for future identification), and designate Action Branch and suspense date. This material will be recorded in Mail and Files Section.

Two copies of the routing slip will be retained in the Mail and Files Section. The remaining four copies of Standard Form 35-1 and the Agency Cover Sheet will be attached to material, except as set forth below regarding Action Cables. See *.

As material leaves each Branch to continue to next addressee on routing, one slip shall be detached by Branch, dated, and returned to the Mail and Files Section. Slips will be filed with original in the Mail and Files Section to record location of outstanding material. (Cover sheet shall be signed and remain with material.) The return of the slip

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will relieve the Branch of responsibility. Branches shall institute such procedures as are required to maintain effective control of material within the Branch.

*Action Cables. Present procedures remain in effect. Accordingly, the first copy will be routed to the Action Branch. The second copy will be routed to other interested Branches for information. In such cases, copies 1 and 2 of the routing slip will be retained at the Mail and Files Section. Copy 3 only will be attached to the Action copy (and shown in the Suspense Record). Copies 4, 5, and 6 will be attached to the Information copy and routed to appropriate Branches for use in the same manner prescribed herein for all other material.

e. The Mail and Files Section will check the Suspense Date Record each morning and recall outstanding material or notify the Branch as appropriate.

f. Routine material shall be picked up by Branches every hour.

g. Priority and urgent material shall be picked up as soon as possible after the Mail and Files Section has notified Branch.

Outgoing:

a. Date and destination of material will be shown against original Control No. by the Mail and Files Section.

b. If material originates in Communications, the Control No. will be assigned and Standard Form 35-1 made out for future use in the Mail and Files Section to identify material.

c. Coordination required outside the Division on cables, pouches and correspondence is a responsibility of the Administrative Assistant, and shall be accomplished prior to return to the Mail and Files Section for final dispatch.

d. Where receipts are required, a request will accompany material. The receipt will be returned, recorded, and returned to the Branch by the Mail and Files Section.

e. All material originating in Communications Division shall be cleared through the Mail and Files Section before being dispatched outside the Division.